



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 6, 2015

Lisa Manuel
3306 3rd Street
Des Moines, IA 50310

Dear Child Care Provider,

This letter is in regards to the April 30, 2015 compliance check of your Level C-1, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.4 No more children are in care than the rules for the specific category will allow.

At the time of this spot check you were in compliance with number requirements. However, as evidenced by billing/enrollment records, there were some instances in February and March 2015 where you exceeded the allowable number of 8 children as a Category C-1 provider. We discussed the number requirements for your category and you indicated an understanding that C-1 cannot have over 8 children for any length of time, no exceptions. You have agreed this will not continue to be an issue. You did discuss your considerations of moving to a C-2 and do understand if you have over 8 children you must have a co-provider present with you. Please be sure to have registration approve any category changes before beginning to operate as a C-2.

Please be sure this change is effective immediately. You indicated that two of your clients are not going to be with you any longer beginning in mid May so this should resolve your issue. Please make sure all adjustments are made by 5/20/2015.

- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

You have a fire extinguisher but it is too small. Please be sure to obtain a larger size; it must be a Category 2A 10 BC or larger. The classification is listed on the box and the extinguisher, please check before purchase.

- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

One of your smoke detectors was chirping during a majority of the spot check. It was difficult to determine which detector it was. You indicated you recently checked the detectors and their

batteries. Please check to make sure the detectors are not faulty. You may need to completely replace the detectors if you cannot determine and resolve the problem with the current devices.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Please be sure to have current physicals for yourself and your own children on file at all times in a provider file. Please use the new form provided on pages 24 and 25 of the packet provided to you at the time of the spot check. This form is good for three years.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Please check all files to make sure there is an initial physical. You will need to request this from the parent.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Please request from parents. You can use page 4 of the packet to assist you and parents in obtaining this information.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 23, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Melissa Crawford
Social Worker II

C. Mark Chappelle

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).